

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER D. L. Pax			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As-Needed Construction Inspection & Testing for Traverse City TSC service area				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and/or "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services>Vendor/Consultant Selections**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/07 THROUGH 12/31/07

<input checked="" type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICED PROPOSAL."** The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, if QBS/low bid selection to the address indicated below. The bid sheet(s) must be submitted in a sealed envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL/BID SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 11/20/07	TIME DUE 3:30 p.m.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

D. L. Pax
2084 US 31 South, Suite B
Traverse City, MI 49684

Mail one additional stapled copy of the proposal and/or bid sheet(s) to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL/BID SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** -- Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR AS NEEDED CONSTRUCTION SERVICES

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(s): Various construction projects in the Traverse City TSC service area

PROJECT DESCRIPTION:

One (or more) inspectors to provide full time staking, inspection and testing services on an as-needed basis for road construction and/or bridge rehabilitation work which may include performing inspection, testing and staking services during construction and office work to close projects out (“finaling”) after construction. The inspector(s) shall report directly to and work under the direction of the Project Engineer Manager. Inspection will be performed on various projects throughout the 2008 construction season, including, but not limited to the following projects: JN 72639A, 79023A, 90183A, 90184A, 90185A, 90187A, 90188A, 90189A, 90191A, 100493A, and/or 100553A, as directed by the Project Engineer Manager. Inspection services will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling. Inspectors may be selected from one or more Consultants, depending upon operational needs. No engineering services are required under this scope.

This scope is for “as needed” services. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

ANTICIPATED START DATE OF SERVICES: April 14, 2008

ANTICIPATED COMPLETION DATE OF SERVICES: June 30, 2009

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Bituminous Pavement Inspection
Density Inspection and Testing
Portland Cement Concrete Inspection and Testing

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

Aggregate Inspection and Testing
Bituminous Plant Inspection and Testing

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER/MANAGER:

Any questions regarding this Scope of Service should be directed to the MDOT Project Manager in writing.

David L. Pax
MDOT – Traverse City TSC
2084 U.S. 31 South, Suite B.
Traverse City, MI 49684
231-941-1986
PaxD@michigan.gov

GENERAL NOTES:

- A. This Scope of Services consists of performing to the satisfaction of the Department all inspection and testing services necessary to complete the contracts listed above, in accordance with MDOT specifications, publications, and accepted practices, and as directed by the Project Engineer Manager.
- B. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- C. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Source Guide; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.
- D. This solicitation may result in selection of staking, inspection and testing services (inspectors) from one or more firms.

CONSULTANT RESPONSIBILITIES:

The Consultant agrees:

- A. To provide full time experienced staking, inspection and testing services on an as-needed basis on various projects and to perform inspection, testing, and staking services under the

direction of the Project Engineer Manager. The inspectors assigned to this project will report to and be directly responsible to the Project Engineer Manager.

B. To provide, to the satisfaction of the Department, staking, inspection and testing services required for bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, ditching, undercutting, bituminous base crushing and shaping, and/or earthwork. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Source Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

E. That the inspectors will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Project Engineer Manager.

F. That the inspectors will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

G. That the inspectors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

H. That the inspectors shall have cellular phones and be responsible for paying all phone costs associated with this project. Cellular phones shall have voice mail capability and shall be carried on the person of the inspector.

I. That the inspectors shall provide lap top computers (or equivalent) with Field Book software (current release) and produce all daily inspection reports in this format. **The Consultant must obtain and be able to use the FieldManager Suite of Software for these projects. Contact Info Tech, Inc. at (352) 381-4400 or fax (352) 381-4444 or (www.fieldmanager.com) to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as a direct expense for**

this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT. The inspectors shall deliver all inspection reports to the Project Engineer Manager's field office on a daily basis, unless otherwise directed by the Project Engineer Manager.

J. That the inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge shall be calibrated to meet MDOT requirements.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the Nuclear Regulatory Commission (NRC) shall:

- 1. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.**
- 2. Provide the Radiation Safety Office (RSO) of MDOT with a copy of the aforementioned license.**
- 3. Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).**

Failure of any of the above will be found in noncompliance with the contract.

K. That the inspectors shall provide a Roll-O-Meter, Press-Aire meter, or Acme air entrainment gauge for concrete testing. This gauge shall be calibrated to meet MDOT requirements. The inspectors shall also provide beam molds consistent with those used by MDOT for determining flexural strength of concrete.

L. That the inspectors shall provide all necessary equipment for performing bituminous density tests in the field as outlined in the Density Control Handbook.

M. That in addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection, including, but not limited to: video camera, still camera, vehicle mounted electronic distance measuring device (DMI), voltmeter, etc.

N. That inspection staff for this project shall meet the following minimum qualifications:

1. Any person involved in sampling or testing concrete must hold current certification for Michigan Level 1 Concrete Technician.
2. Any person involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician.
3. Any person performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.
4. Any person performing density testing must be a current Michigan Certified Density Technology Technician.

5. All inspectors proposed under this scope should hold a current Soil Erosion and Sedimentation Control Certification, as well as National Pollutant Discharge Elimination System – Storm Water Management – Construction Site Certification.

O. That the inspectors shall be proficient working with both English and metric units.

P. That the inspectors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

Q. That the inspectors shall attend all project related meetings, when directed by the Project Engineer Manager.

R. That the inspectors shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Source Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

MDOT RESPONSIBILITIES:

A. The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

B. The Project Engineer Manager shall furnish office space for the use of the inspectors to perform the services required herein.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The

only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office. The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.